



# VACANCY ANNOUNCEMENT

TRI MISSION MANAGEMENT  
JANUARY 21, 2015  
No. 2015-006 TL

**TO:** All Interested Candidates  
**SUBJECT:** Administrative Assistant - Temporary Position (Training Level\*)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

**LENGTH OF APPOINTMENT:** To Cover Leave. This appointment may be extended until the return of the employee.

**POSITION:** PC-7012 – Administrative Assistant (Grants) – **Temporary Position** (Training Level\*), FSN-6, FP-8\*\*

**OPENING DATE:** January 21, 2015

**CLOSING DATE:** February 4, 2015

**WORK HOURS:** Full-time: 40 hours/week for Not Ordinarily Resident  
Full-time: 35 hours/week for Ordinarily Resident

**SALARY:** Not Ordinarily Resident: final salary will be confirmed by Washington based on applicants' qualifications and prior work experience\*\*\*  
Ordinarily Resident: € 30.530,00 gross p.a. (starting salary)

\* This position is being advertised simultaneously with the Full Performance Level, FSN-7, FP-7

\*\* Actual grade and salary will be based on the qualifications of the applicant

\*\*\* Overseas Comparability Pay will apply if an FMA appointment

**The African Regional Services (ARS) at the U.S Embassy in Paris, France seeks an Administrative Assistant for Grants work.**

## **BASIC FUNCTION OF POSITION:**

The incumbent provides administrative support to the ARS Speaker and Performing Artist Programs, chiefly by preparing and writing grants (approximately 60 grants per year for an average amount of

\$300,000), working closely with grantees, following up by ensuring grant compliance with US Government regulations, and reconciling grants after project has been completed. The incumbent also serves as administrative back-up for the orders and payments of Books-in-French and for the technical administration of digital video conferences (DVCs), and performs other administrative functions as required.

## **QUALIFICATIONS REQUIRED:**

### **Notes:**

**1) Applicants are required to submit their applications, resumes and cover letter in English and French.**

**2) Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.**

### **1. Education:**

At least two years of post-secondary studies in administration, contracting and management is required.

### **2. Prior Work Experience:**

A minimum of three years' experience in administration and/or contracting/purchasing/procurement fields are required

### **3. Language proficiency (These may be tested):**

English (Writing-Reading-Speaking), Level-4 – Fluency is required.

French (Writing-Reading-Speaking), Level-4 – Fluency is required.

### **4. Knowledge (These may be tested):**

A good knowledge of financial processing of grants and USG Travel regulations.

A good knowledge of grant writing style and methodology

### **5. Skills and abilities (These may be tested):**

Good organizational skills

Ability to communicate with professionals, academics and journalists to convey grant and travel requirements.

Ability to master data processing techniques, including spreadsheets; ability to master administrative procedures related to preparation and payment of grants and working with travel agents and airlines.

Ability to pay attention to details while budgeting and writing grants.

Ability to understand commercial aspects of book publishing procurement.

### **Selection Process:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Qualified USEFM applicants who are also U.S. Veterans will receive the highest preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **Additional Selection Criteria (see definitions):**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement

or

Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.

### **To Apply:**

Interested applicants for this position must submit the following or the application package will not be considered.

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment: DS-174 (available from the Embassy web site employment page), or
3. A current resume or curriculum vitae in English that provides the same information as an DS-174; plus
4. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **Submit application to:**

EMAIL: [ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov)

Please **do not send** applications in the mail.

### **Point of contact:**

Human Resources Assistant

TEL: 01-43-12-25-74 / 01-43-12-26-52

FAX: 01-43-12-24-36

### **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:**

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity.

**4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:**

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

*A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.*

**5. Not Ordinarily Resident (NOR) – An individual who:**

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the LCP.*

**6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:**

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

*EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

**CLOSING DATE FOR THIS POSITION: FEBRUARY 4, 2015**

The US Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Distribution: All Interested Candidates.